

## Administrative - Internal Use Only

12 FEB 1981

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

STAT FROM:

[REDACTED]  
Deputy Chief, Printing and Photography  
Division, OL

SUBJECT: Annual Occupational Safety and Health Report

1. In response to your memorandum (OL 1 0341) concerning CIA's Annual Occupational Safety and Health Report, the following information is provided regarding the CY-1980 accomplishments, and the CY-1981 projected goals of the Printing and Photography Division (P&PD).

### 2. CY-1980 Accomplishments

#### a. Inspection

The Division Safety Officer is now supplemented by two aides. This allows for a designated safety officer on all three shifts, and has insured a continuing emphasis on safety and health through periodic inspections of the printing plant. Also, during the second quarter of CY-1980, the Fairfax County Fire Department was provided a familiarization tour of the P&P Building. In addition, the P&PD Safety Committee (now defunct), as a result of an inspection, recommended in October 1980 that 28 water extinguishers be replaced with ABC extinguishers. This safety-motivated concern is still awaiting action.

*Have been discussed  
for weeks (LSD) 2/17/81  
GSA to install.*

#### b. Training

During CY-1980 two P&PD employees attended the Agency's Basic Safety & Health Course.

#### c. Employee Awareness Programs

P&PD has continued the practice of prominently displaying safety and health posters, and providing available booklets, pamphlets, and other safety and health literature to employees. Further, two safety films were made available for all-employee viewing during CY-1980.

Administrative - Internal Use Only

**Administrative - Internal Use Only**

SUBJECT: Annual Occupational Safety and Health Report

d. Removal or Correction of Safety Hazards

During CY-1980 many outdated and outmoded chemicals and solvents were disposed of. The concern remains for the continuing storage problem of necessary operational solvents and chemicals.

3. Goals and Objectives for CY-1981

a. To seek assistance, through Agency safety channels, in order to resolve previously identified safety-related problems, and outstanding work orders.

b. To continue to promote employee interest, and supervisory responsibility to the awareness of safety and health situations throughout the Agency. In this regard, P&PD will initiate a program to make safety-related messages more pertinent to the hazards encountered by P&PD employees.

c. Preliminary documentation has been finalized for a complete renovation of the P&PD facility's HVAC system. Work is scheduled to commence in the summer of 1981. The end result of the renovated system will be a more healthful airflow throughout the building which will create a better environment for the workforce. The cost involved in this project will total approximately \$300,000.

4. Budgetary constraints continue to impose limitations on the availability of funds for specific safety and health programs, consequently P&PD has not budgeted in this area. Any costs for training and equipment will continue to come out of the overall Division budget.



STAT

**Administrative - Internal Use Only**